

Bell County Alternative School
Disciplinary Alternative Educational Program (DAEP)
Admission Process and Checklist

DAEP REFERRAL PROCESS REQUIREMENTS

- 1) The Campus Behavior Coordinator (CBC) shall call Jana Warren about student's pending DAEP placement (Parents do not call).
 - a) Students assigned for more than 10 days will be given BCAS curriculum (with some special education exceptions).
 - b) **All** students will have access to "**Bonus Days**" (6 days credit for 5 good days).
- 2) **The CBC shall INFORM the PARENT** that:
 - a) **All** Discipline (DAEP) orientations are scheduled for **Tuesdays** and **Thursdays promptly at 8:30 AM** and typically **last about 1-1½ hours**.
 - b) The student and parent/guardian **must be present** at the "Placement Orientation" meeting before a student can be enrolled in the DAEP.
- 3) **The CBC shall provide the PARENT** with a "Parent/Student DAEP Orientation Packet".
 - a) Encourage the parent to bring the completed packet to the Placement Orientation.
 - b) The student will not be allowed to attend until all paperwork is completed and received
- 4) The student's DAEP "start date" can be the same day of the "placement orientation" if BCAS has received all the pertinent paperwork (page # 2).
- 5) Scan & **email**, or transport the following Required Information for DAEP Placement: jana.warren@academyisd.net
 - a) DAEP Placement Check Sheet (with home campus data checked off or N/A) Page 2 of 4
 - b) Copy of DAEP Placement Order (or page 3 of 4 that is provided)
 - c) Student's Class Schedule (or page 4 of 4 that is provided)
 - d) Student's Official Transcript
 - e) Student's Current Grades
 - f) Student's STAAR Scores
 - g) Copy of Medical Action Plan
 - h) Copies of the student's "Special Services":
 - i) Classroom Accommodation Sheet
 - ii) Behavior intervention plan (BIP)
 - iii) Psychological
 - iv) STAAR modifications/accommodations
 - i) Snapshot of "PEIMS Eligibility Statement" (Free, Reduced, or Regular Price meals).
 - j) **The student will not be allowed to attend BCAS until all paperwork is completed and received.**

Discipline (DAEP) Placement Check Sheet for Bell County Alternative School

Student's Name

Social Security #

Home School / District

Grade

Home Campus Data Check Boxes :

- ☐ Copy of **Discipline Placement** Order

Days Assigned: _____

Start Date: _____

Tentative Release Date: _____

- ☐ Student Class Schedule
☐ Student Transcript
☐ Student's Current Grades
☐ Student's STAAR scores
☐ Copy of Medical
 ☐ Action Plan or ____NA
 ☐ Medication or ____NA
☐ Special Services
 ☐ ____Sp. Ed. ____504 ____ESL
 ☐ ____NA
☐ Copy of Special Services
 ☐ Classroom Accommodations
 ☐ BIP
 ☐ Psychological
 ☐ STAAR Accommodations
☐ Copy of PEIMS Snapshot of Student Eligibility –
 ☐ Free
 ☐ Reduce Price
 ☐ Regular Price

Parent and Student information BCAS Check Boxes:

- ☐ Student Application
☐ Release of Information
☐ Admission / Dismissal & Handbook Acknowledgment
☐ School Calendar and Truancy Information
☐ Medicine Consent Form
☐ Food Allergy Information
☐ Counseling (BCAS)
☐ Trespass Warning
☐ Dress Code Check Sheet

Special Instructions:

(This sheet is not required if all the "Required Information" can be found on your campus
"Discipline Placement Order".)

Student Placement Information

STUDENT NAME: _____ DOB ____/____/____

HOME SCHOOL DISTRICT: _____ HOME CAMPUS: _____ GRADE LEVEL: _____

REASON FOR ASSIGNMENT: _____

DAEP ASSIGNMENT DURATION: _____ days. BEGIN DATE: ____/____/____

NUMBER OF DAYS OF SUSPENSION (including this incident) _____

HANDICAPPING CONDITIONS: _____ ESL
_____ SPED (type) _____ Date of Manifest _____
_____ 504
_____ Other _____

PARENT/GUARDIAN NAME: _____

PARENT PHONE: _____ - _____ - _____ 2nd PARENT PHONE: _____ - _____ - _____

PARENT WK PHONE: _____ - _____ - _____ 2nd PARENT WK PHONE: _____ - _____ - _____

SCAN and EMAIL PRIOR To 8:30 Tue/Thurs ORIENTATION

Reminder: NO STUDENT ENROLLMENT PRIOR to ALL PAPERWORK ARRIVING at BCAS.

This sheet is not required if all the "Required Information" can be found on other documents provided.

Disciplinary Academic Educational Placement (DAEP)

Student Name: _____ **Date of Birth:** ____/____/____

Name of Home District and Campus: _____ **Student's Grade Level:** _____

Start Date of Assignment: ____/____/____ **(DAEP) Assignment Duration:** _____ days

Special Services (circle): Sp. Ed., 504, ESL. **Date of Manifestation ARD:** ____/____/____

STAAR Information or copy of STAAR results. (Please indicate whether the student will be required to take the STAAR Test this year. If the student has taken the Exit Test previously, please indicate if the areas were mastered.):

To be tested this year

E.L.A. 1: ____ Yes ____ No

E.L.A. 2: ____ Yes ____ No

Alg. 1: ____ Yes ____ No

Bio : ____ Yes ____ No

US Hist: ____ Yes ____ No

Scored Test Mastery

____ Yes ____ No ____ N/A

____ Yes ____ No ____ N/A

____ Yes ____ No ____ N/A

____ Yes ____ No ____ N/A

____ Yes ____ No ____ N/A

STUDENT'S COURSE ASSIGNMENTS: (or Copy of Schedule)

COURSE	SEM NEEDED	FORM of INSTRUCTION/GRADE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____

This student is on the (circle one) Minimum, Recommended, Distinguished, or Foundation Graduation Plan.

Date: ____/____/____

Signature of the Coordinator